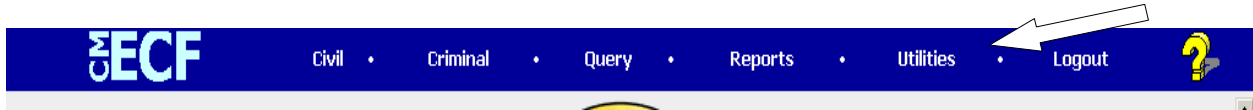


How to change your password in CM/ECF

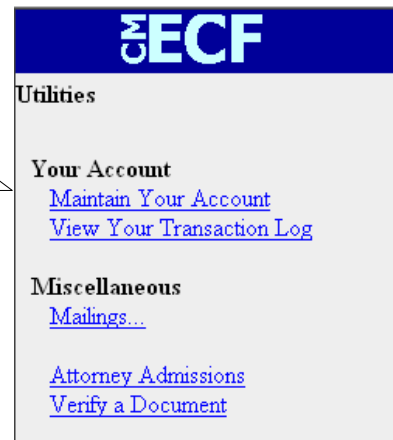
Step 1) Log in to CM/ECF using your current password.

Step 2) Find the Utilities Menu option at the top of the screen and click it.



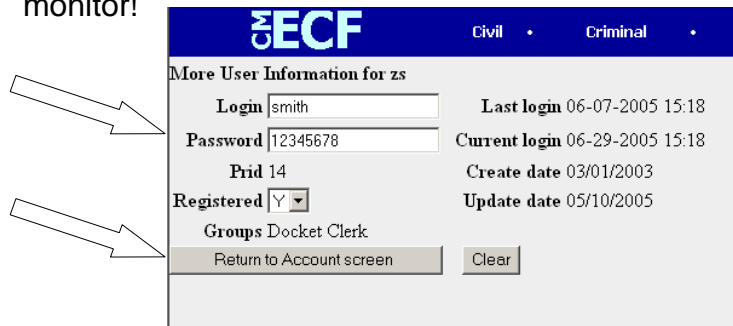
Step 3) You'll see an option to "Maintain Your Account", click here.

Step 4) At the bottom of the screen that comes up, you'll see a button labeled "More user information...". This is where you need to go next. You can make any adjustments to the other fields in this window if you like, but please **do NOT change your Last name or First name**. If you need one of these changed, please call the Help Desk @ 1-866-333-2099.



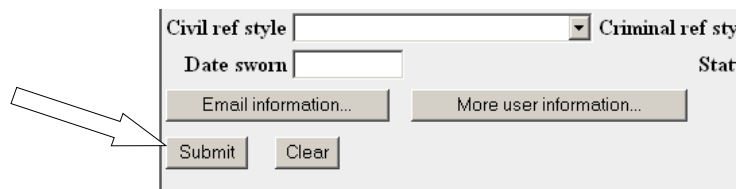
Step 5) After you click on the "More user information..." button, you can see your login information. Once again, **do NOT change your login ID!** This is the login that was assigned to you when you registered for CM/ECF and these need to remain unique. If you change this, we cannot guarantee your account will remain intact and your information confidential!

Step 6) Please enter the new password you wish to use in the password field. Note, your password should be at least 5 but cannot be more than 8 characters! Also note, the characters you type in this box can be read until you close the box - please make sure no one else can see your monitor!



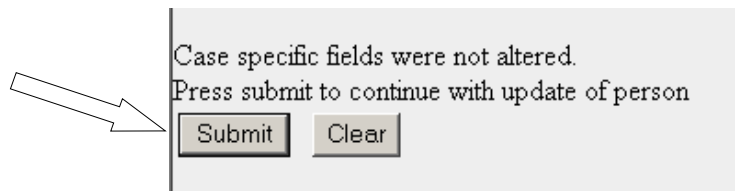
Step 7) Once you've verified the password you entered is correct, click the button to "Return to Account Screen".

Step 8) Once you are back to the “main” screen for your account, click the “Submit” button at the bottom of the page.



A screenshot of a web form for updating user information. At the top, there are two dropdown menus labeled 'Civil ref style' and 'Criminal ref sty'. Below them is a text input field labeled 'Date sworn' and a label 'Stat'. There are two buttons: 'Email information...' and 'More user information...'. At the bottom, there are two buttons: 'Submit' and 'Clear'. A white arrow points to the 'Submit' button.

Step 9) This will send you to another screen that is asking you to verify your change(s). Press “Submit” again...



A screenshot of a verification screen. It contains the text 'Case specific fields were not altered.' and 'Press submit to continue with update of person'. Below the text are two buttons: 'Submit' and 'Clear'. A white arrow points to the 'Submit' button.

Step 10) You will see a screen confirming your record has been changed. Once you get this screen, **please logout of CM/ECF and log back in using your new password to verify it works!**